

TORFP Checklist

TORFP Number: _____ TORFP Title: _____

Criteria	Yes	No	N/A	Criteria	Yes	No	N/A
General				Deliverables			
All procurement oriented communications procedures (i.e. pre-bid conferences, contact information, available relevant documentation, etc.) have been provided.				Deliverables take into consideration what is important to the agency and the success of the project (i.e. time, cost requirements).			
Contract pricing is defined (i.e. Time and Materials, Fixed Price).				Requirements and specifications are prioritized.			
Payment schedules are aligned to specific deliverables/milestones.				Deliverables are defined in terms of what is expected and when is it due.			
All standard or required clauses, as defined by COMAR or the Master Contract, are included.				Constraints, schedules, deadlines and mandatory items are defined.			
Suitability for Small Business Reserve only release has been considered.				Deliverable acceptance/rejection criteria and processes are clearly established.			
Order of precedence for Master Contract, Task Order and/or other documents is clearly established.				Evaluation Criteria			
All references to various sections and attachments are correct and verified.				Evaluation criteria and weighted factors facilitate ranking proposals and identifying the best value for the State.			
MBE sub-contracting goals are established and justified.				When appropriate, a pricing model is established to facilitate apples to apples comparisons.			
Performance standards are clearly defined.				Contractor requirements and/or contractor personnel experience requirements do not inadvertently limit competition.			
Positive or negative performance incentives such as retainage, and requirements to be satisfied in order to receive money withheld, are defined.				Evaluation criteria are aligned to the SOW.			
Scope of Work (SOW)				Evaluation criteria are objective and measurable, and facilitate a formal process based on fair and open competition and equal access to information.			
The SOW flows from the business needs analysis and is presented in a logical format that clearly communicates the business problem or opportunity being addressed.				Each evaluation criteria support the need to distinguish between proposals.			
Background information includes only relevant information concerning the mission of the agency, strategic goals, and the operational aspects of this project.				The number and types of references are defined.			
Project benefits, risks and success measures are defined.				Any criteria for vendor eligibility or disqualification are clearly defined.			
Compliance with mandatory processes and policies such as the System Development Life Cycle, Security Policy, Enterprise Architecture, project management, and project specific specifications and requirements are stated.				Contract (TO) Monitoring			
Task Order management reporting and meeting requirements are defined.				The role of the Task Order (TO) Manager (i.e. compare invoices, monitor terms and conditions, approve/withhold payments, approve change orders, and require certain documentation) is clearly defined.			
Change management requirements, and, when applicable, the specific methodology are clearly defined.				The assigned TO Manager possesses the skills and training to properly manage the contract.			
Applicable specifications, requirements, and expected deliverables are clearly articulated and are not biased towards a single vendor.				The assigned TO Manager has the authority, resources and time to monitor the project.			
Specifications are for the type of services to be provided and not a specific labor category.				Reviews			
Contractor roles and responsibilities are clear.				TO Procurement Officer			
The State's responsibilities and the level of effort that the Contractor can expect are clearly articulate.				TO Manager			
Content requirements for operations and training manuals are clearly defined.				Project Manager			
System maintenance and support requirements are defined.				Business Unit/Program			
Utilization requirements for State resources such as networkMaryland™ are defined.				Agency Fiscal/Budget			
Compatibility requirements with existing IT systems are provided and adequately described.				Agency AAG			
Data and operational migration from existing systems and processes are defined and roles and responsibilities are clearly delineated.							
System scalability requirements are clearly defined.							
System architecture including interfaces and data flows is clearly defined and/or modeled.							
User Acceptance Test (UAT) requirements are consistent with the complexity of the system and the risk of future system errors being discovered.							